

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
March 15, 2010**

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; DONNA OSBORNE, SELECTMAN; JAMES DONISON, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**TOWN ADMINISTRATOR:** Naomi Bolton

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Frank Campana, Janet Brown, Sherry Burdick, George Malette, Sheila Savaria, Chris Hague, Jill Tacy, Terry Wahnowsky, Jerry Little, Evelyn Connor, Jan Snyder, Jon Osborne, Chief Begin, Ray Eaton, Claudette Blanchette

**7:00 p.m. Chairman Clow called the meeting to order.**

**SWEARING IN OF NEWLY ELECTED OFFICIALS –**

Town Clerk, Ms. Evelyn Connor swore in Mr. Jerry Little as the Town Moderator.

Mr. Jerry Little swore in Ms. E. Connor as Town Clerk for the Town of Weare.

Mr. Little swore in Mrs. Donna Osborne as a Selectman for the Town of Weare.

Mr. Little swore in Janet Brown as Cemetery Trustee, Jan Snyder as Town Treasurer a 3 year term, Jill Tacy as Library Trustee a 3 year term, Terry Wahnowsky as a Checklist Supervisor a 6 year term, Scott Dinsmore as Board of Fire-Wards Member Fire Department a 3 year term, Steve Roberts as Board of Fire-Wards Non-Member Fire Department a 3 year term, and Claudette Blanchette as Checklist Supervisor a 2 year term.

**BOARD OF SELECTMEN APPOINT CHAIRMAN AND VICE CHAIRMAN**

**Selectman Butt moved, Selectman Osborne seconded to nominate Tom Clow as Chairman of the Board of Selectmen. Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to nominate Richard Butt as Vice Chairman of the Board of Selectmen. Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 7:10 p.m. pursuant to the authority granted in RSA 91-A:3II (b). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:20 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 7:21 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

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**Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:57 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Selectman Donison moved, Chairman Clow seconded to seal and restrict the minutes of the second non public session. Passed 5-0-0**

**PUBLIC COMMENT** – Ms. Sherry Burdick told the Board she received a bill for repairs done on the Stone Building and an estimate for the replacement of the copper chimney caps. Chairman Clow told the members of the Board that he had received a phone call from Ms. Burdick, when the Town Administration was away; informing him that the chimney cap on the Stone Building had blew away and damaged the copper roof. Chairman Clow said there was no alternative but to get the repair done. Ms. Burdick said that one of the copper caps was completely gone and one was damaged. The chimney caps are 114 years old. Ms. Burdick said that copper prices will be going up and she received an estimate from the same company that replaced the roof. The caps will be made identical to what is currently there. It was discussed that the chimneys are not functioning.

**Selectman Lacasse moved, Selectman Donison seconded to hire Walker & Company Roofing and Construction to fabricate two copper chimney caps at \$850.00 each and for installation of the caps at \$375.00 each for a total of \$2,450 to come from the Government Building and Maintenance Fund and to pay the \$1,200 bill that was submitted by Walker & Company Roofing and Construction for the repairs of the copper ridge caps.**

Chairman Clow said he was thinking of two different motions.

Vice Chairman Butt asked about the installation of the two copper chimney caps. Ms. Burdick said that one was damaged beyond repair and the seconded was close to needing to be replaced. Vice Chairman Butt said that the caps are there for esthetics and they keep the water from going down the chimney.

Chairman Clow said he was thinking of paying the bill for the repair and then having a discussion on whether to replace the caps with copper or not. Mr. George Malette said there is an ornate detail to the covers. Ms. Burdick said they are not putting the detail back in. Mr. Malette said that only with copper can you bend it in the way that is already there and any other material would not be staying within the historical scope of the building.

Vice Chairman Butt said the process is to pay the invoice first, then authorize any future work.

**The Board agreed to accept the above motion as stated. Motion passed 5-0-0.**

Ms. Burdick said she is working on a grant for Clinton Grove Academy for the tin roof bell tower. The grant would require no contribution from the town.

**COMMITTEE ITEMS** – Mr. Malette, Building Committee, asked the Selectmen to keep the Building Committee as a subcommittee and to please consider having three full members and three alternate members because of the poor attendance record throughout the year.

Mr. Malette said that the General John Stark Scenic Byway will be meeting at the Millyard Museum in Manchester this Thursday. Mr. Malette is on the committee and Ms. Burdick is Vice Chair of the Council and they would like to have five individuals who want to actively participate in the committee.

**DEPARTMENT HEADS** – Mrs. Chris Hague said a question came up that affects the rest of their discussion. Ms. Hague said during the last quarter of last year they had more building issues than the town had money for. She began the process for applying for a grant to pay for the exterior masonry and exterior window repairs and painting. Mrs. Hague said that the Moose Plate grant is contingent upon listing the building on the State Historic Register. Her question is whether the Trustees are the only ones who decide what happens with the Library or should she ask the Selectmen if they wish to pursue the action of applying for the grant. Mrs. Hague said that the listing on the State Historical Register is an honor and will give them more advantages. Any preservation grant is contingent upon being listed on the State Historical Register. There are other state grants and other grants available that use the State Historical Register for consideration. Mrs. Hague said she cannot

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apply for the grant without the Selectmen's support. Chairman Clow said historically, any project done on the building, not the operation within, has always come before the Board for approval.

Vice Chairman Butt asked if there are any restrictions after being put on the State Historical Register. Mrs. Hague said there are no restrictions but there is a covenant on the grant for a fixed amount of time, not eternally. Mrs. Hague said they could potentially receive over \$10,000 from the grant. Vice Chairman Butt asked if this is an item listed in the Capital Improvement Plan. Mrs. Hague said that the masonry work was going to come out of the Government Building and Maintenance Fund, but that did not happen. Mrs. Hague said she learned of an additional cost that will put the estimate over \$10,000. Vice Chairman Butt said unless there are restrictions, they should go forward with applying for the grant. The masonry work will have to be done whether they receive the grant or not. The grant would be awarded this year. Mrs. Hague said if they apply for the grant without being on the register, the state would hold the money until the Library is on the Historic Register. It was discussed the masonry will continue to get worse over time.

Mrs. Hague said the Library replaced or restored all the windows in the old and new sections; Paige area windows were restored rather than replaced. They also bought storm windows. She has a quote for the windows to be scraped, primed and painted including all labor, materials, and removal of the lead paint for \$9,000. Mrs. Hague said that the interior windows were refinished, but the white frames on the outside were not repaired. The sash work on the outside of the lower level would have to be done. Mrs. Hague would like to know how to proceed.

Chairman Clow said he is all for putting the Library on the State Historical Register and applying for the grant. Selectman Lacasse mentioned that when a building goes on the State Historic Register there are restrictions that are placed on the building. Mrs. Hague said there is a standard to meet to be on the Historic Register and there are no penalties if it is taken off the list they just could not apply for future grants.

Mr. Malette, Chair of the Heritage Commission, said that the town owns the building, therefore the Selectman have the final approval.

Vice Chairman Butt agrees to go ahead with the Moose Plate grant for preservation and said there has to be a certain standard in the work.

Mrs. Hague said that the bricks all have hairline cracks in them and the mason recommended that the bricks need to be replaced. Selectmen Lacasse would like to get a second opinion, they could possibly just need to be sealed. Chairman Clow said if they write a grant that includes the brick and then find a way to repair without replacing the bricks, then it would be a savings. Selectman Donison said he is also concerned with putting the Library on the State Historic Register and placing restrictions on the building. Mrs. Hague said the exterior restrictions would be for 3-5 years and they would have the option of not approving the grant if there are restrictions.

**Selectman Donison moved, Vice Chairman Butt seconded to proceed with the preservation grant. Passed 5-0-0**

**Chairman Clow moved, Vice Chairman Butt seconded to have the Paige portion of the Library placed on the State Historical Register listing. Passed 5-0-0**

**LIBRARY TRUSTEES TO DISCUSS FLOOR AND STRUCTURAL ISSUES OF LIBRARY** – Mrs. Jill Tacy said it has been previously discussed that the Library floor is not structurally safe. Chairman Clow said he thought they were at the point of getting bids. Vice Chairman Butt said he thought the cost would be less than \$10,000 and would be able to come out of the Government Building and Maintenance Fund. Ms. Terry Wahnowsky said for contractor labor and repair it is less than \$10,000 then there would be additional funds needed to put the flooring down. Mrs. Bolton, Town Administrator, said they had discussion as to the type of the flooring being installed. Chairman Clow asked if the Trustees have flooring suggestions. Ms. Wahnowsky said they are still waiting for estimates and are trying to get options from other companies. The flooring is currently carpeted as well as the surrounding flooring. Selectman Lacasse said when a building has different

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flooring throughout the maintenance becomes more cumbersome and it is better to have the same flooring throughout the building. Mrs. Tacy said the flooring in the Children's Room is vinyl floor tile and it still looks very nice and could be a possible option. The area is approximately 1,000 square feet.

The structural work has not been started because they do not have permission. Mrs. Hague said they do not know the total cost of the project and but did not want to get RFPs until they received funding approval. Mrs. Hague said they need to look at what different materials are going to cost. Vice Chairman Butt said it is the Library's decision on what to put down for flooring. Vice Chairman Butt said the Board could give approval for the repairs and then they can come back to discuss flooring options. Mrs. Hague said until they know they can cover the floor they cannot commission the repairs. It was discussed that the total cost of the project could be around \$20,000 with the money to come out of the Government Building and Maintenance Fund.

The Board agreed to have the Library move ahead with getting repair quotes and flooring options. Selectman Lacasse said he hopes when they prepare the bid package they do so as one package with repairs and flooring combined for a better cost. Selectman Lacasse said if they utilize a general contractor then there would be one person responsible for the entire project.

**MUNICIPAL ENERGY ASSISTANCE PROGRAM FOR UPDATES** – Liz Canal presented the Selectmen with the findings of Weare's baseline energy inventory. The report shows 82% of energy use is vehicles and 18% is buildings, 78% of fuel expense goes to vehicles and 21% towards buildings. The building with the highest energy usage is the Safety Complex, with the DPW being second and the Town Office Building being third. The Safety Complex and the Stone Building have higher energy intensity.

Ms. Canal informed the Board that Mr. Malette has volunteered to tour with STS for an energy use and intensity study.

Ms. Canal provided a comparison chart that shows the vehicle usage for other towns which compares the area, personnel and fleet size. Weare has 42 vehicles. Vice Chairman Butt questions the data. Mrs. Bolton, Town Administrator, said Mr. Knapp submitted all the vehicles the town owns and she pulled all the receipts for gas and diesel purchased. The information is for 2008 usage. Chairman Clow asked if the comparisons are direct, and if all the other towns own the vehicles or contract out some of their snow plowing. He said in order to make the comparison there are many questions that would have to be asked. Ms. Canal said this isn't something she does for every town, but when comparing Weare's vehicle energy usage is high. They are currently working with 49 towns and the information is preliminary. Selectman Lacasse said miles of road probably plays a large part in the usage. Ms. Canal suggested that someone start tracking the mileage on vehicles.

Ms. Canal said their program takes the town from the baseline to a decision grade audit. A decision grade audit gives a basic audit from an infrared camera (energy audit) and recommendations for future retro fits. Vice Chairman Butt asked about stimulus money. Ms. Canal said the state has already chosen the towns receiving grants, but the study would help the town prepare for future grants.

Ms. Canal said that STES will come and look at up to three buildings. Selectman Lacasse said any recommendation on how to reduce energy is good. Selectman Lacasse said that the trucks sitting idle warming up in the winter does not help with vehicle usage. Vice Chairman Butt said there may be the ability to save in other ways. Ms. Canal said there are towns that have enacted no idling time. Ms. Canal said it is very important for towns to have a task force for energy usage. STES likes to have the audits completed before the summer months.

Vice Chairman Butt said the Safety Complex is used 24/7 that's why it shows the highest usage. Selectman Lacasse would like to see the Safety Complex, Town Office and Town Hall have energy audits. Mr. Malette said an audit has already been done on the Town Office Building and Library. The audit will provide information for making the building more energy efficient, not making improvements. Mr. Malette recommends having energy audits done on the Safety Complex, Stone Building and Town Hall. Ms. Canal said STES will look at three buildings and then will decide which building to do the complete audit on.

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### MANIFESTS

**Chairman Clow moved, Selectman Osborne seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer to sign checks dated March 18, 2010. Passed 5-0-0**

Accounts payable	\$30,707.54	
Gross Payrolls	<u>\$37,412.11</u>	(Includes Special Detail, Taxes, Credit Union)
Total	\$68,119.65	

### MEETING MINUTES

**Chairman Clow moved, Selectman Lacasse seconded to approve the minutes of March 1, 2010 as amended. Passed 5-0-0**

Selectman Lacasse mentioned that there was a discussion held regarding Code Red that was not in the minutes. Mrs. Naomi Bolton, Town Administrator, informed the Board that she has been speaking with someone about the system, who will be demonstrating the system in Amherst. Mrs. Bolton, Town Administrator, said she does not know the cost for the system but will get further information.

**Chairman Clow moved, Selectman Osborne seconded to approve the minutes of March 8, 2010 as printed. Passed 4-0-1 Selectman Donison abstained.**

**BOARD TO DISCUSS THE PERSONNEL POLICY CHANGES** – Chairman Clow said he reviewed eight pages of the policy and said it still needs minor word changes and some significant changes. Chairman Clow said they need to set up a block of time to review the Personnel Policy. The Board discussed that they need to review the Police Department contract, vacation accumulations, the merit/wage/salary scale and the accumulation of sick leave. The Board said they also need to state the definition of termination within the policy. Mrs. Bolton, Town Administrator, told the Board that Mrs. T. Connor spoke to her regarding the fact that the DPW does not work on Monday and should not be able to hold Monday holidays as regular floaters. It was discussed that if it is not your regular work day then you are not entitled to the holiday pay. Chairman Clow said they had also discussed not linking the floating holidays to any specific holiday, but a floating holiday can be used anytime after January 1. The Board will review the Personnel Policy on Monday, March 22, 2010.

Selectman Donison said that they will be meeting on Monday, March 22, 2010 for a Collective Bargaining meeting for the DPW.

**BOARD TO DISCUSS OPENINGS ON COMMITTEES AND COMMISSIONS** – The Board decided to postpone this discussion.

**ADMINISTRATIVE REPORT** – Mrs. Bolton, Town Administrator, said she was asked by a Selectman to look into the skateboard park. She said that the park has been closed and the school knows it is closed. Mr. Mike Housman is in charge of the skateboard park.

Mrs. Bolton, Town Administrator, informed the Board that she contacted Phyl St. Cyr regarding volunteers and the how they are appointed on committees. It was discussed that most area towns do not perform background checks unless the volunteer is dealing with underage children. Vice Chairman Butt said that is not what he was told and the information he received also indicated getting a driver's license check on people using their own vehicles for town business. Chairman Clow said some members of committees have access to the Town Office Building and asked if they should do a check on those individuals. Vice Chairman Butt said that Mr. St. Cyr is supposed to be emailing him policies from other towns.

Mrs. Bolton, Town Administrator, mentioned the class evaluation form that Merry Rice put together. Mrs. Bolton, Town Administrator said there are still employees who would like training in PowerPoint and other software, but there was no training available. It was discussed that the form would be for retro active and future usage. Vice Chairman Butt wants a list of who attended what classes and a list of who is still interested in take what classes. Selectman Lacasse would like to add the questions, "have you shared what you learned at this class with your colleagues?" and "have you applied what you learned at this class?" on the form.

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Mrs. Bolton, Town Administration said that Bruce Richards, from Cutting Blade, would like clarification regarding damage to properties that he is supposed to perform spring and fall cleaning on. It was said that the contract states not excessive cleaning and Mr. Richards is considering the cleaning to be excessive. Chairman Clow said some of the repairs the Public Works Department could take care of when they have the time. Mrs. Bolton, Town Administrator, will have Mr. Richards make a list of the needed repairs.

**Chairman Clow moved, Vice Chairman Butt seconded to approve the hiring of Sheila Savaria to take minutes at various meetings as assigned at a rate of \$13.00 per hour. Passed 5-0-0**

**PUBLIC COMMENT** – Mr. Malette informed the Board that there is an option of learning software applications from disk.

**CORRESPONDENCE** – Chairman Clow said that they had discussed having someone in the building help with reconciliation of the Trust funds. Chairman Clow mentioned Merry Rice as being able to do the reconciliation. The Board agreed and Chairman Clow will let the Trustees know. The Board said that certain employees could not be responsible for the reconciliation because they deposit funds into the accounts. Vice Chairman Butt said there are employees already trained in Excel who could reconcile the accounts as well.

Chairman Clow said he had calls from two newspapers looking for a response as to what they plan to do in regards to another default budget. Chairman Clow said they put it in the hands of the department heads until such time that they feel it is not working and they have to take further action. Vice Chairman Butt said they held their default budget very tight. Chairman Clow said the voters made the decision and they have to uphold their decision.

Vice Chairman Butt said that there has been discussion about doing something at the DPW and the possibility of making a proposal to the Mildred Hall Trust; very preliminary stage. Chairman Clow would like to broaden the discussion on the Highway Garage and said there are lots of questions that need to be answered; do trucks that are garaged have a longer life than trucks that are not. Chairman Clow said the discussion needs to take place separate of budget discussions and opened to the public to ask questions.

Selectman Lacasse mentioned a memo they received in regards to a piece of property that Mr. Chip Meany has spent a great deal of time in the courtroom pursuing. Mr. Meany won the case, but was advised not to take the property. Mrs. Bolton, Town Administrator said they were advised by DES not to take the property and to file it.

**Chairman Clow moved, Vice Chairman Butt seconded to enter into non public session @ 10:25 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Selectman Osborne moved, Selectman Lacasse seconded to come out of non public session @ 11:35 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Osborne – yes; Selectman Donison – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0**

**Selectman Donison moved, Vice Chairman Butt seconded to seal and restrict the minutes of the non public session. Passed 5-0-0**

## **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary